

**PARK AND RECREATION COMMISSION
TOWN OF NEEDHAM, MASSACHUSETTS**

**Minutes of Meeting
September 11, 2018**

PRESENT: Christopher J. Gerstel, Chairman
Cynthia J. Chaston, Vice Chairman
Michelle S. Geddes, Member
Matthew M. Toolan, Member
Patricia M. Carey, Director

ABSENT: David C. DiCicco, Member
Robyn G. Fink, Assistant Director

GUESTS: Ed Olsen, Superintendent of Parks and Forestry
Brad Mezquita – Tighe and Bond
Kenneth Mavrogeorge – Tighe and Bond
Mike Retzky – Project Manager

Mr. Gerstel called the meeting to order at 7:02 PM at the Rosemary Recreation Complex.

- 1. Minutes of Meeting – August 28, 2018:** Mrs. Chaston made a motion to approve the minutes of the meeting of August 28, 2018. The motion was seconded by Mr. Toolan and was passed unanimously. Mr. Gerstel asked the future Commission meetings be held in the multi-purpose room, unless programs are scheduled in the room.
- 2. Director's Report:** The Commission reviewed the written report. Mrs. Geddes has a conflict with the September 24th meeting; Mrs. Chaston has a conflict with the November 13th meeting; Ms. Carey has a conflict with the November 26th meeting. Mr. Gerstel reminded the Commission to be prepared to discuss annual goals at the September 24th meeting. Mr. Gerstel noted his appreciation to Ms. Carey and Project Manager Mike Retzky for their work at cleaning up goose poop to prepare for winterizing the pools. Mr. Toolan noted that the budget needs to include funds for additional maintenance needs.
- 3. Program Report:** The Commission reviewed the written report. Mr. Toolan suggested additional marketing options to raise awareness of new program opportunities at Rosemary Recreation Complex.
- 4. Discussion Items:**
 - A. Synthetic Turf Replacement:** Mr. Gerstel welcomed Parks and Forestry Superintendent Ed Olsen, and representatives from Tighe and Bond Brad Mezquita and Kenneth Mavrogeorge. Mr. Olsen explained the scope of the design project for replacement of synthetic turf at DeFazio Park and Memorial Park. In addition to tonight's meeting with the Commission, Tighe and Bond will also meet with the Trustees of Memorial Park. They will put together information on product updates since the installation 10 years ago, including types of carpet and types of infill. Mr. Olsen noted that the current carpet has

met its goal of ten years, and with use and impacts from sun is coming to the end of its useful life. A new option to consider will be the installation of a shock pad. It wasn't often used 10 years ago, but now is found to help prolong life of carpet and reduce compaction. Brad Mezquita from Tighe and Bond explained the Gmax ratings done on fields, with the higher the rating, the harder the field is, so the goal is to keep the Gmax rate within the average range. He noted that the infill fields have helped reduce footing issues found on original artificial turf. The types of carpet include monofilament (currently at DeFazio), slit film, and a hybrid of both types. Nashoba Tech has an example of the hybrid model. Mr. Mezquita noted that he did not originally support the shock pad option, as he felt it might impact drainage, but he has now worked on projects where it is in use, and has helped reduced Gmax ratings while not impacting drainage. It adds cost to the project, but it is balanced with reduced costs to the carpet and infill. Mrs. Geddes asked how much lifetime to the carpet might be gained by adding the shock pad. Mr. Mezquita noted that 4-5 additional years has been achieved, and when replacing the carpet in 15 years, the pad does not need to be replaced. Mr. Gerstel asked if adding the shock pad would increase the height of the fields. Mr. Mezquita stated that the drainage and grading would be tested and then regraded to accommodate the addition. The carpet height is also adjusted. Ms. Carey asked if there were improvements to infill mix to alleviate concerns related to heat. Mr. Mezquita reviewed options for infill. Organic infill mix tends to compact quickly, impacting Gmax levels. In New England, the clean crumb rubber infill mixed with sand was still the most commonly used. Mr. Mezquita asked about the option of permanent lines. Ms. Carey noted that in the prior installation, it was decided to not put in permanent lines to be flexible to changing regulations, but also to decrease the number of seams and possible failure. Mr. Mezquita stated that "ticks" could be added to help with marking the lines for painting. Moving forward, Mr. Olsen suggested a meeting to share options with the Commission, Trustees and user groups, including Needham High School Athletics.

- B. Rosemary Recreation Complex:** Project Manager Mike Retzky noted that the work on the punch list began on September 10th. Ms. Carey shared the two-week look-ahead (Appendix A) which outlined the major projects on the punch list, including final fencing and gates, landscaping, spray deck drainage, deck drainage, and window adjustments. Mr. Gerstel asked if there were time-elapsd photos. Mr. Retzky thought that the contractor might have some. Ms. Carey shared an overview of admission over the two weeks of the soft opening. Mrs. Chaston suggested an upcoming discussion on staffing, as actual use information is now available to adjust the assumptions that were used for staffing numbers. The Commission discussed the issues with staffing at the end of the season at the pools and other nearby facilities. Mr. Gerstel suggested continued discussions, and Mr. Toolan also noted that full-time staff shortages also need to be resolved. Additional site options to review include a replacement dock in the lake and a basketball hoop. Mr. Gerstel asked when it might be possible to start booking community events in the multi-purpose room. One of the elementary school PTC's has asked if it is possible to book the room for an event. Mrs. Chaston noted that Park and Recreation should get all of their programs booked prior to opening to other groups as it had taken many years for Park and Recreation to get its own space, and noted that the PTC's had options at school buildings for their meetings. Mr. Toolan agreed, but also

suggested planning an event to show the community the space. He stated that the Commission had supported many school projects. Mrs. Geddes noted her understanding that PTC's had options at the schools, but noted the community's excitement for the new space and scheduling this type of use will help promote the space to residents. Mr. Gerstel and Mrs. Geddes supported booking the one-time PTC event, if it didn't interfere with Park and Recreation programming. Mrs. Chaston and Mr. Toolan felt that the multi-purpose room should not be booked for outside groups at this time. Ms. Carey will have an update on general uses of the space for the next meeting.

C. Capital Budget Priorities: Ms. Carey provided an outline of the Commission's prior five-year plan with some updated project proposals from DPW. Funding is currently available to demolish the buildings at the camp property, and to design the boat launch on the Charles River at South Street. Ms. Carey noted that Community Preservation funds are low based on recent year funding decisions. Mrs. Chaston noted that the Cricket design had been on the list for several years. Ms. Carey noted that the building was an important asset to the department. A full scope of the project at the Rosemary trails is needed. An option for a picnic shelter and deck on the lake were discussed. The Commission would still like to replace the dock at the pool side of the lake, and add a basketball backboard. For playground improvements, a few additional ADA options are needed at Greene's and Cricket, and there is a request to upgrade Perry Park. The possible land purchase is primarily on the list in the event a parcel becomes available, but there is no current option under consideration for purchase. An update will be provided at the next meeting.

D. DeFazio Trash Compactors: Ms. Carey shared a recommended layout location for the Big Belly units at DeFazio. They are located in the parking lot at field and tot-lot entrances. Mr. Toolan suggested they would be more effective if located within the park with staff bringing trash to the packer. Ms. Carey will ask the RTS Superintendent to attend an upcoming meeting to discuss locations.

5. Action Items:

A. Fall Program Fees: Ms. Carey presented some additional fall programs, developed by the Recreation Supervisor, and as seen in Appendix B. Mr. Toolan made a motion to approved the fees for additional fall programs, as recommended by the Director and seen in Appendix B. The motion was seconded by Mrs. Geddes and approved unanimously.

6. Issues Not Reasonably Anticipated by Chair within 48 Hours: Mr. Gerstel noted that the new Flag Football program has had a successful start. He thanked Ms. Carey for helping to find space for the program.

7. Topics for Future Agendas: Mrs. Chaston would like to have the Council on Aging and Youth Commission liaisons invited to an upcoming meeting.

- 8. Adjournment of Meeting:** Mr. Toolan made a motion to adjourn the meeting at 9:57 PM.
The motion was seconded by Mrs. Geddes and the meeting adjourned at 9:57 PM.

Respectfully submitted,

Patricia M. Carey, CPRP
Director

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ROSEMARY RECREATIONAL COMPLEX - BUDGET - CONSTRUCTION

Update - 09/04/2018

	A. Original Budget	B. Requested Changes	C. Revised Budget Value	D. Previously Submitted Costs	E. Costs Requested This Period	F. Total Costs Submitted (D+E)	% Complete (F/C)	Balance to Finish (C-F)	
IV. Administrative Costs									
Owner Project Manager - PFD-C - Phase III (Start: May 2017)	\$103,680.00	-\$43,740.88	\$59,939.12	\$59,939.12	\$0.00	\$59,939.12	100%	\$0.00	
OPM - PFD-C Charge Reversal - May 2018	\$0.00	\$(52,948.10)	-\$52,948.10	-\$52,948.10	\$0.00	-\$52,948.10	NA	\$0.00	
OPM adjustment (8/6/2018)	\$0.00	\$(6,991.02)	-\$6,991.02	-\$6,991.02	\$0.00	-\$6,991.02	NA	\$0.00	
	\$0.00	\$-	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00	
sub-total	\$103,680.00	-\$103,680.00	\$0.00	\$0.00	\$0.00	\$0.00	100%	\$0.00	
V. Architect (Bergmann Hendrie & Archetype, Inc.)									
PSS #8 - Phase III (CA Services) \$280,745.00	\$280,745.00	\$0.00	\$280,745.00	\$256,265.78	\$0.00	\$256,265.78	91%	\$24,479.22	Inv. thru 06/30/18
PSS #9 - Phase III (Additional Design-Testing-Inspection Services)		\$66,600.00	\$66,600.00	\$64,075.00	\$0.00	\$64,075.00	96%	\$2,525.00	Inv. thru 05/31/18
PSS #10- Phase III (Additional Design-Testing-Inspection Services)		\$49,132.00	\$49,132.00	\$42,989.10	\$0.00	\$42,989.10	87%	\$6,142.90	Inv. thru 06/30/18
PSS #11- Phase III (Additional Design-Testing-Inspection Services)		\$12,000.00	\$12,000.00	\$12,000.00	\$0.00	\$12,000.00	100%	\$0.00	Inv. thru 02/28/18
sub-total	\$280,745.00	\$127,732.00	\$408,477.00	\$375,329.88	\$0.00	\$375,329.88	92%	\$33,147.12	
VI. Construction Costs (G&R Construction, Inc.)									
			Contract Value						
Contract Bid Amount	\$12,957,000.00	\$0.00	\$12,957,000.00	\$11,966,689.26	\$424,236.34	\$12,390,925.60	95.63%	\$566,074.40	Pay App #15: August 2018
Change Order #001	\$0.00	\$65,974.32	\$65,974.32	\$65,974.32	\$0.00	\$65,974.32	100.00%	\$0.00	
Change Order #002	\$0.00	\$123,277.66	\$123,277.66	\$123,277.66	\$0.00	\$123,277.66	100.00%	\$0.00	
Change Order #003	\$0.00	\$620,288.34	\$620,288.34	\$689,987.50	\$30,300.84	\$620,288.34	100.00%	\$0.00	
Change Order #004	\$0.00	\$163,763.06	\$163,763.06	\$155,574.92	\$8,188.14	\$163,763.06	100.00%	\$0.00	
Change Order #005	\$0.00	\$11,568.64	\$11,568.64	\$10,990.21	\$578.43	\$11,568.64	100.00%	\$0.00	
Change Order #006	\$0.00	\$164,461.53	\$164,461.53	\$154,547.52	\$9,914.01	\$164,461.53	100.00%	\$0.00	
Change Order #007	\$0.00	\$102,664.77	\$102,664.77	\$84,850.81	\$17,813.96	\$102,664.77	100.00%	\$0.00	
Change Order #008	\$0.00	\$24,481.83	\$24,481.83	\$17,674.54	\$6,807.29	\$24,481.83	100.00%	\$0.00	
Change Order #009	\$0.00	\$135,065.46	\$135,065.46	\$128,312.19	\$6,753.27	\$135,065.46	100.00%	\$0.00	
Change Order #010	\$0.00	\$23,449.27	\$23,449.27	\$22,276.80	\$1,172.47	\$23,449.27	100.00%	\$0.00	
Change Order #011	\$0.00	\$135,882.43	\$135,882.43	\$129,088.31	\$6,794.12	\$135,882.43	100.00%	\$0.00	
Change Order #012	\$0.00	-\$3,188.76	-\$3,188.76	-\$3,029.32	-\$159.44	-\$3,188.76	100.00%	\$0.00	
Change Order #013 (*Add Signage below to CO #013)	\$0.00	\$51,416.70	\$51,416.70	\$44,230.92	\$7,185.78	\$51,416.70	100.00%	\$0.00	
Change Order #014	\$0.00	\$70,850.06	\$70,850.06	\$61,194.17	\$9,655.89	\$70,850.06	100.00%	\$0.00	
Change Order #015	\$0.00	\$14,640.00	\$14,640.00	\$0.00	\$14,640.00	\$14,640.00	100.00%	\$0.00	
Change Order #016	\$0.00	\$92,445.41	\$92,445.41	\$0.00	\$79,278.37	\$79,278.37	85.76%	\$13,167.04	
sub-total	\$12,957,000.00	\$1,797,040.72	\$14,754,040.72	\$13,551,639.81	\$623,159.47	\$14,174,799.28	96%	\$579,241.44	
VII. Other (Construction Administration Phase)									
Testing-Inspection-Commissioning	\$ 60,000.00	-\$1,500.00	\$58,500.00	\$29,960.00	\$3,309.28	\$33,269.28	56.87%	\$25,230.72	Testing (UTS) - 06-29-18: \$1,769.38. RFS Commisioning - 07-27-18: \$1,540
FF&E	\$ 207,000.00	-\$30,626.69	\$237,626.69	\$0.00	\$3,213.83	\$3,213.83	1.35%	\$234,412.86	WB Mason (Shreeder & (4x8) White Boards)
Pool Equipment	\$ 145,000.00	-\$45,000.00	\$100,000.00	\$0.00	\$2,660.00	\$2,660.00	2.66%	\$97,340.00	
Technology	\$ 110,000.00	\$60,000.00	\$170,000.00	\$27,148.56	\$0.00	\$27,148.56	15.97%	\$142,851.44	
Signage (*Add to CO #013 above)	\$ 15,000.00	\$1,090.08	\$16,090.08	\$15,285.58	\$804.50	\$16,090.08	100.00%	\$0.00	
Moving Costs	\$ 15,000.00	-\$4,900.00	\$10,100.00	\$984.00	\$0.00	\$984.00	9.74%	\$9,116.00	Isaac's Move quote = \$9074.50 (V2) (2 - separate moves) Previously reduced by \$30,000. Reduced 7/9/18 by \$55,368 per DD's email. \$30K encumbered.
Borrowing Costs	\$ 118,500.00	-\$88,500.00	\$30,000.00	\$0.00	\$0.00	\$0.00	0.00%	\$30,000.00	
Utilities (Verizon & Eversource) *(Reduced from \$10,000 to \$8,000 on 4/23)	\$ -	\$8,000.00	\$8,000.00	\$7,906.45	\$0.00	\$7,906.45	98.83%	\$93.55	
OccuHealth (Lead water tests and office air testing)	\$ -	\$3,955.00	\$3,955.00	\$0.00	\$3,955.00	\$3,955.00	100.00%	\$0.00	OccuHealth Testing
Eversource Electric Invoice (June 2018 & July 2018)	\$ -	\$10,788.44	\$10,788.44	\$0.00	\$10,788.44	\$10,788.44	100.00%	\$0.00	G&R to issue CR credit on next CO. See ACL
sub-total	\$870,500.00	-\$25,439.79	\$845,060.21	\$81,284.59	\$24,731.05	\$106,015.64	16%	\$539,044.57	

Project Totals	\$14,011,925.00	\$1,795,652.93	\$15,807,577.93	\$14,008,254.28	\$647,890.52	\$14,656,144.80	93%	\$1,151,433.13
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PHASE III PROJECT BUDGET:	\$15,820,107.15	Annual Town Meeting 05/08/2017 - Article #33 (\$15,800,000.00) + Phase I & II Contingency Balance (\$20,107.15)
Emergency Generator Funding:	\$129,999.00	Public Safety Improvement Funding from the Commonwealth's State FY'18 Budget = \$129,999.00 (Generator line item 8000-0600)
Emergency Generator Funding adjustment	\$(999.00)	
TOTAL PHASE III PROJECT BUDGET	\$15,949,107.15	
Balance Unencumbered / Contingency Sum:	\$141,529.22	

Contingency Summary		Comments
Original Contingency (Phase III)	\$1,937,182.15	
Change Orders & PSS #11	\$1,795,652.93	CO's,1 thru 16 & PSS thru #11
Current Contingency Balance	\$ 141,529.22	
Anticipated Costs	\$ 140,312	See RRC- ACL
Anticipated Contingency Balance:	\$ 1,217.66	*To Be Covered by Cost Reduction in CR #111

NEEDHAM RRC - ANTICIPATED COST LOG (ACL)
POTENTIAL / ANTICIPATED COST ITEMS

4-Sep-18

CR Proposal No.	Bulletin or RFI No.	Description	Anticipated Cost (ADD)/(DEDUCT)	Comments
070R	#128	Décor Roof Ownership dispute	\$ -	CR request for \$10,200 denied
088	B-052	Raceway modifications to AV Equip.	\$ 7,500	Cost proposal being generated by the GC
		FF&E Cost Proposal increase (<i>Transferred \$25K to Budget Summary 9/4</i>)	\$ -	Cost proposal generated by the furniture supplier (outdoor pool furniture)
		Technology & AV costs increase (<i>Transferred \$60K to Budget Summary 9/4</i>)	\$ -	Currently receiving final proposals/quotes (increased from \$35k to \$60K on 5/30)
111		Anticipated Extended General Conditions (revised 5/23)	\$ 84,000	Reduced from previous ACL of \$55k to \$30K (4/23) GC provided cost of \$83,264.33 on 5/23
116	B-063	Delete pool signage	\$ (1,200)	Credit proposal to be supplied by GC
		Additional FF&E /Technology Costs	\$ 18,000	Reduced from previous ACL of \$26k to \$18K on (8/6)
123		Louver Damper (Men's Shower room) modifications	\$ 4,500	Estimated Cost
		Lenel key pad for building control access at vestibule	\$ 8,000	Estimated Cost
		Pool Emergency 2-way communication phone at exterior (guard control bldg)	\$ 3,800	Estimated Cost
		Add gate at CLF at NW beach area for DPW lake access	\$ 4,500	Estimated Cost
		Relocate various outlets and thermostats due to FF&E conflicts	\$ 4,500	Estimated Cost
		Electrical /Data/Tel Connections to two conference tables	\$ 4,500	Estimated Cost
		Sound System Modifications	\$ 6,500	Estimated Cost
		Red-Thread FF&E	\$ 6,500	Estimated Cost
		Eversource Electric invoices (June 2018 & July 2018)	\$ (10,788)	Credit CR to be issued by G&R
		Subtotal Anticipated Costs:	\$ 140,312	as of 09/04/18

**PARK AND RECREATION COMMISSION
TOWN OF NEEDHAM, MASSACHUSETTS**

M E M O R A N D U M

TO: Park and Recreation Commission
FROM: Patricia M. Carey, CPRP, Director
Angela O'Connor, Recreation Supervisor
CC: Kristen Wright, Administrative Specialist
RE: 2018 Fall Fee Recommendations – Part Three
DATE: September 7, 2018

The following recommendations are made for fees for the Park and Recreation fall programs, in addition to the ones approved in July and August.

Park and Recreation program staff are supervising these programs/workshops. Programs offered by the department have a set number of hours multiplied by the cost of providing staffing. Additional costs are added for any expenses that would be incurred, and the minimum number of participants is noted, to insure that all costs of the program can be covered. If held at Rosemary Recreation Complex, an additional fee may also have been added.

When anyone on the office staff works directly at a program, the actual cost of their payroll is not covered by the program fees, as the 53D Revolving Fund cannot be used to pay for any costs related to a staff person with benefits.

These programs are in the Revolving Fund and are primarily new offerings.

YOUTH PROGRAMS

NEW! Old School Games

This is a new program for ages 5-7, providing fun ways to keep active playing games like 4 square, jump rope, hop scotch, freeze tag, stuck in the mud, and more. It will be held for 1 hour, once a week for 6 weeks at Rosemary Recreation Complex. Fee covers staffing and supplies. A minimum of 10 is needed for the program, with a maximum of 30.

2018-2019 Recommendation: \$65/participant/6-week session

NEW! Kre8tive Kidz

A new program for ages 5-7, it provides opportunities to create using different mediums. It is based on the summer KidzArt program. Fee covers staffing and supplies. A minimum of 8 is needed for the program with a maximum of 15.

2018-2019 Fee Recommendation: \$75/participant/6-week session

NEW! Elementary Early Release Day Trip – Hanson Farm in Framingham (9/25)

This is a new early release day event for elementary school students (Grades 1-5). The bus will bring them to Hanson Farm in Framingham with admission to the corn maze, hayride and a pumpkin from the Sugar Patch Pumpkin Field. Fee covers admission, transportation and chaperones. A minimum of 20 is needed for the program with a maximum of 30.

2018-2019 Fee Recommendation: \$45 per participant

Middle School Early Release Day Trip – Treetop Adventures in Canton (9/25)

This will be the 3rd excursion to Treetop Adventures with middle school students, and the prior visits have been well attended. Fee covers admission, transportation and chaperones. A minimum of 20 is needed for the program with a maximum of 30.

2018-2019 Fee Recommendation: \$65 per participant

2018 Fall Fee Recommendations

PROGRAM NAME	FUNDING SOURCE	APPROVED 2017	RECOMMENDED 2018	PER UNIT FEE	UNITS PER WEEK	SESSIONS PER SEASON	STAFF OR CONTRACT	GENERAL FUND DEPOSIT	RRC FEE	SCHOLARSHIP %	2018 APPROVED
YOUTH PROGRAMS											
Old School Games	Revolving	N/A	\$65.00/person	\$11.00	1 day	6 weeks	Staff	\$5.00	\$5.00		\$65.00
Kre8tive Kidz	Revolving	N/A	\$75.00/person	\$12.50	1 day	6 weeks	Staff	\$5.00	\$5.00		\$75.00
Elementary Early Release Day Trip - Hanson Farm	Revolving	N/A	\$45.00/person	\$45.00	1 day	1 event	Staff	\$5.00	\$0.00		\$45.00
Middle School Early Release Day Trip - Treetop Adventures	Revolving	N/A	\$65.00/person	\$65.00	1 day	1 event	Staff	\$5.00	\$0.00		\$65.00